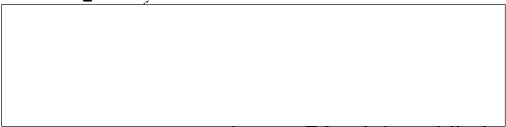
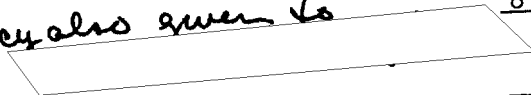


MEMORANDUM FOR: (copy of this sent to
each Division Chief
and Mr. Newton)

Now that the Office of Security
has been thrust formally and irrevocably
into the business of developing a data
bank on intelligence leaks, would you
please provide me with a completed form
(as attached) whenever you discover
intelligence from one of our publications
in the popular press.


Chief, Production Staff, OCS

also given to  8 November 71
(DATE)

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.

(47)

25X1

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SECRET

DD/S 71-4091

29 OCT 1971

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Support
Deputy Director for Plans
Deputy Director for Science and Technology
General Counsel
Inspector General
Legislative Counsel
Director of National Estimates
Deputy to the DCI for National Intelligence
Programs Evaluation
Special Assistant for Vietnamese Affairs
Director of Planning, Programming, and Budgeting

SUBJECT : Leaks of Intelligence Information to the Public
Information Media

1. The Director of Security has been made responsible for the establishment and maintenance of a centralized data base covering leaks of intelligence information to public information media. Data will be cross referenced in such a manner as to provide for rapid identification for retrieval and analysis.

2. To assist the Director of Security in carrying out the above responsibilities, each Deputy Director or Head of Independent Office or his designee will forward to the Office of Security at least the following information:

a. A copy of both the offending news media article and the compromised document. In cases where the compromised item is contained in a bound volume like the CIB, a copy of the item and the identity of the volume where it is located will suffice.

b. An appropriate title (subject matter) for the leak, i. e., USSR, China, Israel, Arab, Vietnam, weapons, missiles, submarines, aircraft, etc., or a combination of these, if appropriate.

c. An indication of the gravity of the leak, i. e., serious, moderate or slight.

d. If known, the distribution of the compromised item.

e. Where appropriate, a follow-up report containing a damage assessment.

SECRET

f. Recommendation for further action (or nonaction) based on indications of source, gravity, damage, etc.

3. Where leaks occur involving compartmented information, reports should be forwarded to the Director of Security following the appropriate codeword routing procedures. Appropriate controls will be established by the Director of Security to process and store such data.



William E. Colby
Acting Executive Director/Comptroller

cc: Assistant to the DCI (Mr. Thuermer)
Director of Security